

Letter of Transmittal

DATE: October 10th, 2026

TO: City of Okanogan Planning Commission (PC)

FROM: Bryan F. Forbus, Permit Administrator

cc: Parties of Record, Ken Miller (owner of property)

Re: **Staff Report – Okanogan TMS & Wellness Façade change request Historic District**
File ID: CB-26-2175

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THE PROPOSAL

The proponent is requesting approval to update the exterior façade of the building located at 225 Pine Street. This includes exterior painting and installation of a new sign on the existing storefront of the building (See Exhibit A & B for rendering and color samples) Facts about the property can be found under the *Findings of Fact* section of this report. The application seeks approval due to the property is in the Central Business Historic District (CB-H) overlay of the City of Okanogan.

BACKGROUND

On September 22nd, of 2026 the proponent filed a building permit application for the complete remodel of the building located at 225 Pine Street. More details about the property can be found in the section *Findings of Fact* of this report. The building permit included interior remodel work of the building with rearranging office space for new TMS therapy and Wellness Clinic. The application also called for work on the exterior front face of the storefront portion of the building. Staff advised the proponent that the property falls in the CB-H overlay of the City of Okanogan and that there were certain criteria the façade work had to meet before the scope of work could proceed outlined in the permit. Staff advise the proponent to submit a rendering of the scope of work for the façade so it could be presented to Planning Commission for approval. After discussion with staff, the proponent then provided a rendering of the expected finished façade design, and it is provided to PC as (Exhibit A). Staff then advised the applicant that we needed to verify the historic finishes of the building over the years to ensure the new change would not discourage the historic look of the building. Any change deemed outside the historic design would require approval from PC.

DESIGNATIONS

Comprehensive Plan Land Use Designation: The area is designated as “Central Business District”.

Zoning District: The property is zoned Commercial One (C-1). CB-H (Historic Overlay)

Flood plain Zone: This lot is not located in the floodplain designation.

Shoreline Designation: This lot is not located in the City's Shoreline designation.

SEPA

This proposal is categorically exempt from a threshold determination in accordance with the State Environmental Policy Act (SEPA) This is a zoning issue only.

ACTIONS ON OTHER RELEVANT PERMITS

The proponent has filed a building permit application for the remodel of the building and exterior façade, but until a decision is made by PC for the historic district compliance, staff has put the portion of work for the façade on hold until PC concludes and renders a decision. If PC approves the request then the work would be allowed to be performed.

FINDINGS OF FACT

The proposal is to be developed at Parcel #: 1250070801; also known as Tax 1 Lot 8 Block 7 North Alma Addition; of Section: 16, Township: 33-N, Range: 26 E. WM, Okanogan. This parcel is within the city limits of the City of Okanogan thereby Chapter 35A.63 of the Revised Code of Washington establishes the City of Okanogan as the authority with jurisdiction on local property.

- The applicant has vested a completed application.
- Said property is within the Commercial One (C-1) Zoning District.
- Said property is also within the Central Business Historic District Overlay (CB-H).
- Section 18.54.210 thru 18.54.360 of the OMC provides the Code regarding the Central Business Historic overlay rules, and uses.
- Section 18.54.330 "CB-H district permit process" of the OMC provides the process in which applications located in the CB-H are to be processed and including decisions of approval by the historic preservation commission (Planning Commission PC.)
- Section 18.54.360 *CB-H building design and streetscape improvements* of the OMC describes the criteria for façade design and improvements in the Historic District.
- The Storefront and original cladding portion of the building will be unaltered except for

repainting.

- The proposed sign will not be illuminated presently as presented but understands that exterior illumination is the only option should applicant decide to provide signage w/ illumination in the future.
- The proposed sign will not extend above the top of the parapet wall of the building.

CONCLUSIONS

The proposed façade design will alter the current look of the building. Staff feels the change does not cause the building to become out of conformity with the intent of the design and streetscape criteria encouraged by Section 18.54.360 of the OMC other than the obvious light front transitioning to a dark front. (compare Exhibit C & D vs. Exhibit A)

Existing façade of building already has the original brick cladding painted and the new proposed color paint seems to improve the inconsistency with neighboring building of “Pine Reality’s” existing clashing color problem due to the decaying condition of the storefront itself. Making the color change would improve the decaying/dirty and faded look of the building as well. Making the color change staff feels will be consistent with intent the Historic District’s criteria for color criteria.

Staff feels this is a well put together design conforming to our historic district’s guidelines.

RECOMMENDATION

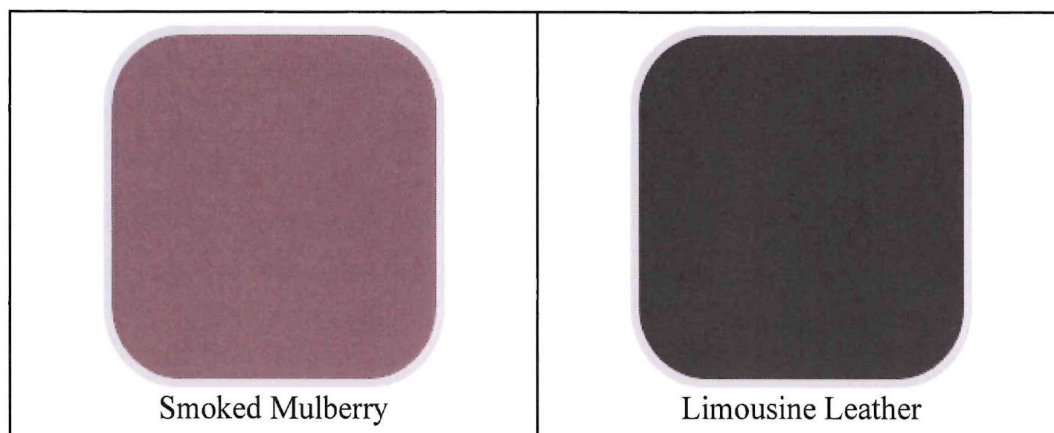
Staff recommends that the Planning Commission make and approve a motion in the manner of:

““I move to approve by reference the Staff Finding of Facts & Conclusions and approve the proposed façade design to standard, subject to the applicant satisfying all of conditions and installation inspections by the building official.”

Exhibit A



Exhibit B



Main (carmot blue)

Trim (carmot white)

Exhibit C





Exhibit D

